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TRANSMITTAL SLIP		
1 Dec 53 (Date)		
TO: Mr. [REDACTED]		
BUILDING	ROOM NO.	
REMARKS: Concept on forms is a bit hazy in spots. No mention re review of revisions and reprints. Nothing about continuing surveys, bootlegging, etc. We need to clarify soon how far we are in going to decentralize. She expects to [REDACTED] [REDACTED]		
BUILDING	ROOM NO.	EXTENSION

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TRANSMITTAL SLIP		
30 November 1953 (Date)		
TO: Mr. [REDACTED]		
BUILDING	ROOM NO.	
REMARKS: I concur with Mr. [REDACTED] comment, particularly with respect to records maintenance. I think a considerable part of the fault is in our not being able to issue timely guide material such as the Records Management Program Guide and revised regulations. Furthermore, I think the same thing is happening in other offices and in other areas of records management, and will continue until we can take the initiative through the prompt issuance of the necessary Guide material. Under records maintenance, no mention is made of the part of the Area Records Officer in connection with microphotography or the standard- FROM: ization of equipment and filing supplies.		
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FORM NO. 36-8
SEP 1946

GPO